

Ninety-First MEETING
of the
ADMINISTRATIVE ADVISORY COMMITTEE
MEETING NOTES
February 9, 2011

The Ninety-First Meeting of the Administrative Advisory Committee convened at 10:10 a.m., on February 9, 2011, in the Conference Room of the State Universities Civil Service System Office, 1717 Philo Road, Suite 24, Urbana, Illinois.

Present were: Tammy Carlson, representing Illinois State University; Glenn Meeks, representing Chicago State University; and Charles Phillips, representing Eastern Illinois University.

Present by teleconference were: Pamela Bowman, representing Western Illinois University; Steve Cunningham, representing Northern Illinois University; Maureen Parks, representing the University of Illinois; Peggy Podlasek, representing the Illinois Board of Higher Education; and Duane Stucky, representing Southern Illinois University.

Members absent were: Joanne E. Maitland, Chair, representing the Merit Board; Gebe Ejigu, representing Governors State University; Geoffrey Obrzut, representing the Illinois Community College Board; Shoba Nandhan, representing the Illinois Student Assistance Commission; and Mark Wilcockson, representing Northeastern Illinois University.

Also present were: Lewis T. (Tom) Morelock, Executive Director; Bryan Perrero, Assistant Director, Legal Services; Teresa Rademacher, Secretary for the Merit Board; Jeff Brownfield, Manager, Operations Division; Cindy Neitzel, Manager, Audit and Advisory Services; and Barney Bryson, Chair, State Universities Civil Service Advisory Committee.

Consideration of the Report of the Ninetieth Meeting, October 15, 2010

Mr. Morelock requested approval of the Report of the Ninetieth Meeting of the Administrative Advisory Committee meeting held on October 15, 2010. Mr. Meeks moved to approve the report of October 15, 2010. Dr. Stucky seconded Mr. Meeks' motion. The motion carried.

Review of recent legislative actions to amend the State Universities Civil Service Act

Mr. Morelock informed the committee that during the last two weeks of the 96th General Assembly the University System office was made aware of legislation which would have significantly altered the composition of the Merit Board and possibly the University System office. This legislation was the direct result of the recent audit issues regarding inappropriate exemptions at the University of Illinois at Chicago (UIC). A Joint Senate Committee was established in August 2010 and held a hearing on August 11, 2010 to discuss '*civil service employment classifications, exemptions, and protocols at the University of Illinois at Chicago*'. The University of Illinois did not testify at this committee hearing which was met with some disappointment from the legislatures. The University System office informed the committee of their audit activities and recent issues at UIC.

After the University System office was notified of the proposed legislation in early January 2011, the language in the proposed bill was altered. References to the Merit Board and University System office structure were replaced with language requiring that exemptions be reviewed and approved by the Merit Board, or as designated through the Executive Director of the University System office. Mr. Morelock further explained that prior to 1997; the University System office approved all exempt positions. The University System office has found inappropriate exemptions at most employers based on biennial compliance audit results. A majority of the exempted positions at the University of Illinois at Chicago should be civil service instead of PAA or exempt positions. The University of Illinois at Chicago is working on their business processes to correct the issues.

At the November meeting of the Merit Board, the Merit Board took action requiring the University System office, in collaboration with the University of Illinois at Chicago, to develop a process to review exempted positions and the approval of exemptions at UIC and to report back at the February 2011 Merit Board meeting.

Mr. Morelock felt that during the upcoming legislative session, some type of legislation will be presented to amend our act in this respect.

Update on the development and transition of the current Exemption Procedures to be formally codified as administrative rules under 80 Ill. Adm. Code §250

Mr. Morelock stated that the Merit Board approved the transition of the current Exemption Procedures into administrative rules to be codified under 80 Ill. Adm. Code §250. The rule change process will take several months to complete, with the various advisory committees to provide input on the proposed rules. The University System office will have a draft proposal of the administrative rules for the Merit Board to review at the May 2011 meeting of the Merit Board. The University System office will look at the authority line, who will be authorized to

exempt positions. Currently there are 20 standard titles and the University System office will be looking at the possibility of eliminating some of the standard titles.

Since the universities have been given the authority to exempt positions from civil service, the University System office has seen a drastic number of increases in the number of 36e(3) exempt appointments. On a quarterly basis the University System office has been collecting the number of persons employed in civil service and exempted positions and some of the numbers have been very vague. The 36e(3) exemptions have increased drastically, while the faculty have remained the same, and civil service numbers have dropped.

A discussion was held on what could have been done to prevent the legislation and on what should be done to prevent further legislation being proposed. Mr. Morelock stated that one thing that might help is the presentation of a strong rule proposal regarding the exemption authority. Dr. Cunningham asked if the exemption changes still only consist of 36e(3) positions and Mr. Morelock responded that it did.

Biennial Audit Program – review of recent activities

Mr. Morelock reported that this is a new agenda item. A copy of all final audit reports will be distributed to this advisory committee. This will also be an agenda item at the Merit Board meetings and the members will be given a copy of all final audit reports released between board meetings. Included in the agenda materials were copies of the following audit reports:

- Southern Illinois University Edwardsville
- Governors State University
- Illinois Student Assistance commission
- State Universities Retirement System

Mr. Morelock stated that all of the reports included in the agenda materials, except one, contained audit findings regarding the exemption of positions from civil service.

Status of the Administrative Advisory Committee and its membership

Mr. Morelock reported that the membership has been waning over the last few years and had concern if the Vice Presidents from the various universities wanted to continue with this type of advisory committee. Mr. Morelock asked the members if they felt this committee was still needed and if they wanted to continue this type of advisory group. Mr. Morelock stressed the importance of this advisory committee's role and input. Several universities, Chicago State University, Eastern Illinois University, Northern Illinois University, and Western Illinois University, voiced a positive response to continue with this advisory group. Mr. Morelock

stated that this committee would only be called when there were substantial agenda items/materials to report.

Report of the Executive Director

Mr. Morelock updated the committee on the following:

- *Final expenditures for FY 2010 and current expenditures for FY 2011 were included in the agenda materials. FY 2012 budget recommendation is the same as the FY 2011 appropriation.*
- *Legal Counsel Position – Bryan Perrero, has been employed as the Legal Counsel for the University System office and the Merit Board.*
- *Classification Plan Update – staff are working on several revisions to class spec/exams.*
- *Legal Update – 40 Written Charges for Discharge have been served on employees at the various universities/agencies for FY 2011 and 14 employees have requested a hearing before the University Civil Service Merit Board. There are currently five discharge cases pending. Two of the cases will be heard at the February 16, 2011 Merit Board meeting.*

Review of other Advisory Committee activities

Mr. Morelock stated that the Human Resource Directors Advisory Committee and the Employee Advisory Committee had recently met and both committees had discussed the issues that were discussed at this meeting.

Other Items as presented

Mr. Morelock stated that these meetings would be held based on need and agenda materials. The next meeting of the Administrative Advisory Committee is tentatively scheduled for Wednesday, May 4, 2011. The meeting adjourned at 10:56 a.m.